

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER					
RECOMMENDED								
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE					9. INCUMBENT (Optional)			
OFFICIAL								
10. TITLE Farmer								
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER	
WG	5002		04	MONTH/DAY/YEAR	YES      NO		MS	
				4-22-2002				
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)								
1st				5th				
2nd				6th				
3rd				7th				
4th				8th				
SUPERVISOR'S CERTIFICATION								
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.								
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date	
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title				
FACTOR EVALUATION SYSTEM								
FACTOR	25. FLD/BMK		26. POINTS		FACTOR	25. FLD/BMK		26. POINTS
1. Knowledge Required					6. Personal Contacts			
2. Supervisory Controls					7. Purpose of Contacts			
3. Guidelines					8. Physical Demands			
4. Complexity					9. Work Environment			
5. Scope and Effect					27. TOTAL POINTS			27.
JGS for Gardner, WG-5003 (TS-17 dtd 6/71)						28. GRADE		28.
CLASSIFICATION CERTIFICATION								
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.								
29. Signature    /S/ MARILYN STETKA						30. Date            4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)								
32. Remarks  Standard Job#5002-04						33. OPM Certification Number		

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 04	6. IP NO. (8)
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## B. MASTER RECORD

1. PAY WG	2. OCC.SER (4) 5002	3. OCC FUNC.	4. OFF. TITLE CD 0001	5. OFF. TITLE (38) FARMER					
6. HQ.FLD.CD. (1) 1=HQ 2=FLD	7. SUP.CD. (1) 8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others			8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 4 22 02		
11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA		12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT. INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)									
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)									

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4) 04CR		
6. WK. TITLE CD. (4)		7. WK TITLE (38)								
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th		9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE								
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)		14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 4 22 02		
18. GD. BASIS. IND. (1) N 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RGEG 6=Policy Analysis GEG		7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other										
23. DT. EMP. ASGN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
30. CLASSIFIER'S SIGNATURE					31. DATE					

## 32. REMARKS

Standard Job #5002-04

**Farmer**  
**WG-5002-04**  
(Nonexempt)

Standard Job #5002-04

## **A. MAJOR DUTIES**

Typical, but not all-inclusive, tasks are as follows:

Performs tasks such as fertilizing, preparing seedbeds, transplanting, laying sod, aerating, pruning, trimming, and applying chemicals to plants according to directions.

Lays out field plots; sows seed; weeds and cultivates as necessary; waters and fertilizes plants; ventilates greenhouses; operates temperature and humidity controls; reports equipment failures to supervisor but can personally solve simple mechanical problems; assists in recording agronomic data in different experiments; and performs related duties in the greenhouse, growth chambers, and field operations.

Harvests, labels and stores plants or plant parts; collects, cures, threshes, packages and stores seeds; prepares plant labels and attaches to plants.

Operates soil shredders, large mixing machines, portable sprayers, motorized wheelbarrows, soil steaming and transfer wagons, rototillers, small garden-type tractor plus attachments as needed.

## **B. FACTORS**

### **1. SKILL AND KNOWLEDGE**

Applies a basic knowledge of all aspects of plant farming management, including growth medium preparation, handling of seed, plant propagules, planting techniques and skills, watering, fertilization, insect control, seasonal light and temperature effects, temperature, humidity and artificial light requirements, all to obtain and maintain normal or required plant growth and maturation.

Observes and recognizes rather simple deviations from normal processes, e.g., plant discoloration due to insufficient water or for other expected or unexpected appearances and results; dry leaves due to temperature variations or for other reasons; temperature and humidity variations, etc. Has skill in making routine adjustments.

Skill in operating a variety of hand and power-operated tools and equipment.

**Farmer**  
**WG-5002-04**  
(Nonexempt)

Standard Job #5002-04

**2. RESPONSIBILITY**

Works under supervision of a higher grade employee who outlines the assignment and gives specific instructions as to how work can best be accomplished, after which, incumbent independently carries tasks through to completion. Work is reviewed for adequacy and accuracy of methods used and detailed checking is necessary.

**3. PHYSICAL EFFORT**

The work requires frequent walking, standing, pushing of carts and wheelbarrows, bending, and stooping. The farmer occasionally climbs ladders to prune or trim vegetation and frequently lifts heavy objects such as bags of fertilizer, grass seed, etc.

**4. WORKING CONDITIONS**

Work is performed both inside and outside. Outside work involves discomfort having to spend long periods of time in the sun. Inside work requires standing on damp concrete floors for long periods while maintaining hothouse plants, washing equipment, etc.

**C. Other Considerations (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_